

SENIOR ADMINISTRATIVE ASSISTANT

GENERAL DEFINITION OF WORK:

FLSA Status: Non-Exempt

Performs intermediate clerical and responsible skilled clerical work involving a variety of administrative support and office assistance tasks; does related work as required. Work is performed under regular supervision.

ESSENTIAL FUNCTIONS/TYPICAL TASKS:

Providing administrative support to division or department staff; receiving and processing incoming calls and visitors; preparing and maintaining manual and computerized files and records; preparing reports.

(These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)

- Acts as receptionist; greets visitors; answers telephone; provides information; forwards calls to appropriate party; assists the public with the completion of standardized records or documents; directs visitors to appropriate party; maintains calendars and schedules; makes appointments.
- Enters a variety of data into computer; checks and reviews a variety of data for accuracy, completeness and conformance to established standards; enters and retrieves sensitive and restricted information into computer system.
- Types a variety of documents including correspondence, forms, reports, purchase orders, requisitions, meeting minutes, charts, graphs, etc. where a knowledge of format and presentation is necessary; answers routine correspondence independently; maintains databases and mail merges.
- Assists in the coordination and preparation of periodic, special and other reports; collects information from a variety of sources and compiles data; processes requests for information and reports; disseminates collected and compiled information to appropriate parties; tracks various actions and activities to ensure completion.
- Receives and accounts for various revenues; posts, checks, balances and adjusts accounts; gathers, assembles, tabulates, checks and files financial data; assists with the preparation of payroll; calculates employee leave information; maintains personnel and training records.
- Sets up filing systems; sorts, indexes and files material alphabetically, numerically, geographically or by other predetermined classification.
- Prepares and codes purchase orders and invoices; prepares and monitors work order system; keeps cost and inventory records; orders or requisitions supplies.
- Schedules conferences and meetings; attends meetings.
- Receives, sorts, processes and distributes incoming and outgoing mail.
- Operates a variety of standard office equipment.
- Performs related tasks as required.

KNOWLEDGE, SKILLS AND ABILITIES:

General knowledge of standard office practices, procedures, equipment and office assistance techniques; general knowledge of business English, spelling and arithmetic; general knowledge of County and departmental programs and policies and terminology; ability to read and understand moderately detailed policies, procedures and job related materials; ability to type accurately and at a reasonable rate of speed; ability to make arithmetical calculations; ability to operate a variety of office and computer equipment and produce documents and correspondence; ability to follow oral and written directions; ability to establish and maintain effective working relationships with associates and the general public.

EDUCATION AND EXPERIENCE:

Any combination of education and experience equivalent to graduation from high school and some office assistance experience including public contact work.

PHYSICAL REQUIREMENTS:

This is sedentary work requiring the exertion of up to 10 pounds of force occasionally and a negligible amount of force frequently or constantly to move objects; work requires reaching, fingering, grasping, and repetitive motions; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels; visual acuity is required for preparing and analyzing written or computer data, visual inspection involving small defects and/or small parts, operation of machines, determining the accuracy and thoroughness of work, and observing general surroundings and activities; the worker is not subject to adverse environmental conditions.

SPECIAL REQUIREMENTS:

May require possession of an appropriate driver's license valid in the Commonwealth of Virginia. May require

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possession and maintenance of Notary Public and/or VCIN/NCIC certifications depending on departmental assignment.

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